



Introduction

- ❑ Since 1993, the Air Force has been converting publications to SGML
- ❑ In 1997, 1998 Infocon develop programs to partially automate the AF document conversion process.
- ❑ Since August 2000 Infocon, as a contractor, has supported AFDPO with the centralized electronic processing task of document tagging, converting publications from MS-Word into SGML, XML and PDF.
- ❑ Infocon also provides software development to support document conversion tasks at other AF facilities (SSG, 3-1 Center.)





Introduction

- ❑ The purpose of this presentation is to provide a framework for the discussion and analysis of problems and unresolved issues affecting the tagging process. It will include
 - A few statistics describing the conversion performance
 - A summary of the problems most commonly found by the users with documents processed by Infocon
 - A summary of the problems most commonly found by Infocon with documents received from the field.
 - A list of unresolved issues



Air Force e-Publishing Conference 2002 Central Tagging Operation Workgroup

Statistics

Conversions Completed - Monthly Summary

	Month	Basic Pubs	Supp. Int.	IC Int.	Pages
2000	Aug	77	0	0	668
	Sep	67	0	0	1052
	Oct	87	0	0	2614
	Nov	201	0	0	2613
	Dec	243	0	0	2402
2001	Jan	210	0	0	2570
	Feb	126	0	0	2452
	Mar	248	0	0	2927
	Apr	141	0	0	2377
	May	354	0	0	4503
	Jun	307	0	0	4181
	Jul	207	10	1	2795
	Aug	152	8	33	6312
	Sep	131	10	8	3383
	Oct	145	18	16	3503
	Nov	152	20	5	3047
	Dec	80	15	4	1582
2002	Jan	132	18	6	3455
	Feb	85	5	15	5664
	(Mar)	112	18	5	2528
Totals		3257	122	93	60628





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Statistics

Document Conversions Completed By Authoring Organization

	Month	ACC	AETC	AF	AFRC	AFSOC	AFSPC	AFWA	AMC	DRUS	PACAF	USAFA	USAFE	Total
2001	Feb	52	15	1	0	1	4	0	47	0	5	1	0	126
	Mar	134	14	6	2	0	1	0	82	0	2	7	0	248
	Apr	45	4	6	25	12	1	0	32	0	6	7	3	141
	May	155	38	9	8	7	0	0	113	0	11	5	8	354
	Jun	177	7	10	0	1	0	0	70	0	2	3	37	307
	Jul	147	9	10	0	0	2	0	17	6	0	3	13	207
	Aug	87	9	5	0	0	6	0	32	1	5	0	7	152
	Sep	85	10	11	0	0	3	0	17	0	3	0	2	131
	Oct	27	9	7	0	0	11	0	12	4	58	0	17	145
	Nov	25	23	9	0	0	17	2	33	1	13	6	23	152
	Dec	18	1	8	0	0	20	1	23	0	1	7	1	80
2002	Jan	26	3	15	0	0	9	0	38	1	5	12	23	132
	Feb	24	4	8	0	1	6	0	24	0	9	4	5	85
Totals		1002	146	105	35	22	80	3	540	13	120	55	139	2260



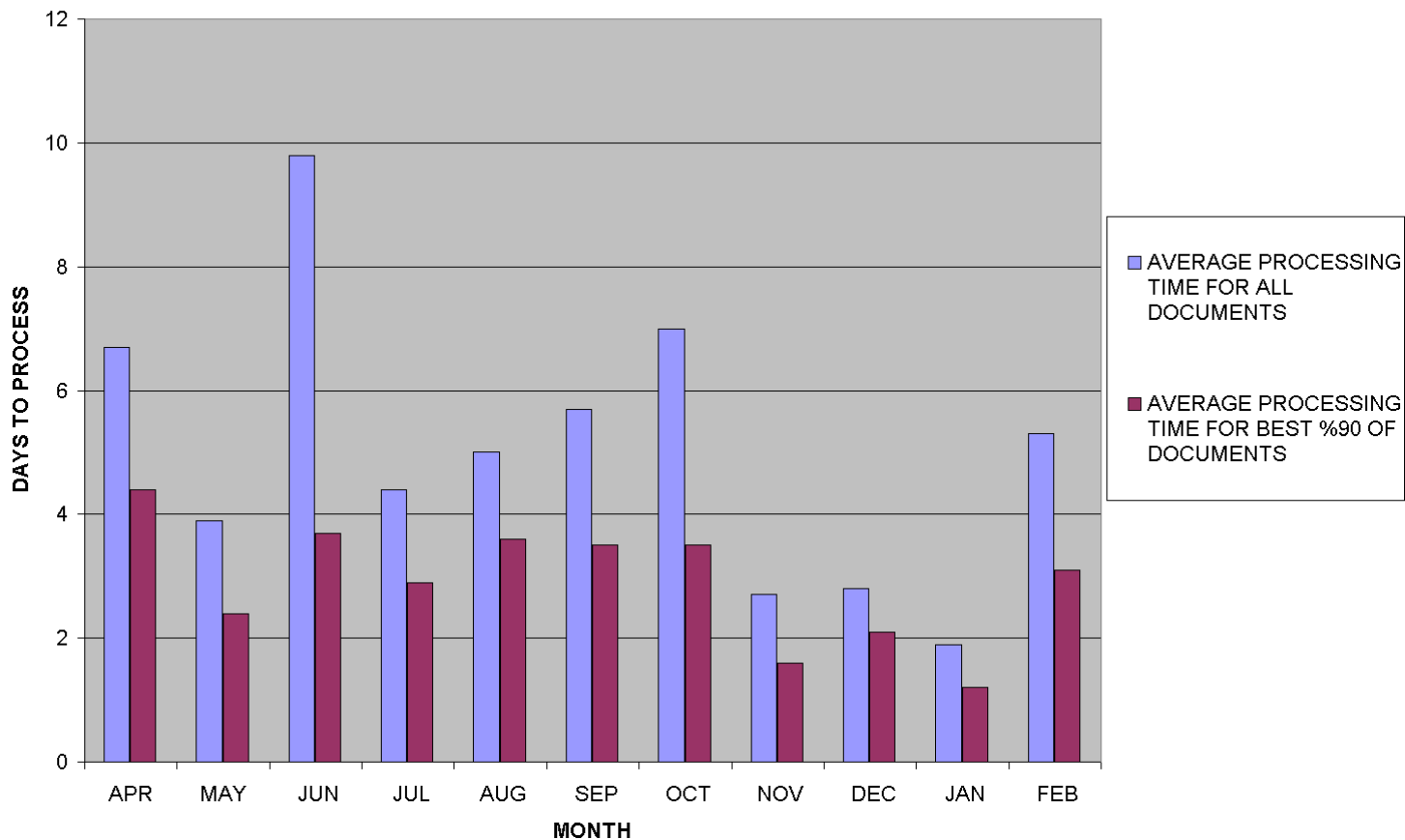


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Statistics

AVERAGE INFOCON DOCUMENT PROCESSING TIME PER MONTH



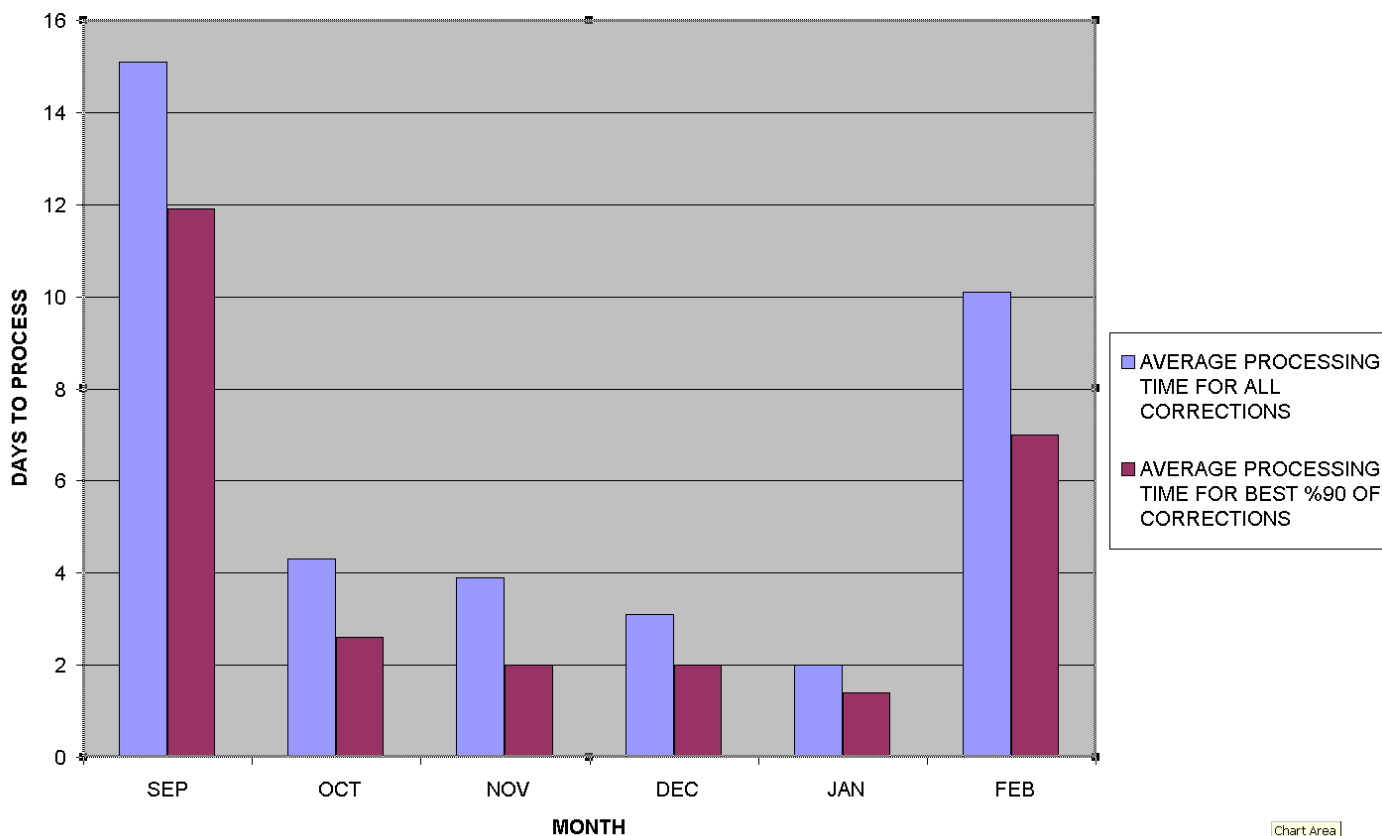


Air Force e-Publishing Conference 2002

Central Tagging Operation Workgroup

Statistics

AVERAGE INFOCON CORRECTIONS PROCESSING TIME





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Tagging Issues - Problems with documents returned by Infocon





Tagging Issues - Problems with documents returned by Infocon

❑ Content Changes Issues

- Change Bar errors:
 - o Misplaced Change Bars
 - o “Ghost” change bars
 - o Revision star is not preserved in the Publication title
- Documents returned with an incorrect “statement”:
 - o NOTICE
 - o COMPLIANCE
 - o FOUO
 - o HOLDOVER
- Documents returned with incorrect SEAL
- Documents returned with incorrect Running Headers



Tagging Issues - Problems with documents returned by Infocon

❑ Content Changes Issues

- Missing or Inactive Cross references
- Missing character in signature for suffix “JR”
- Documents returned with incorrect Date
- Special characters in document are replaced or deleted
- Some auto numbers are missing in a supplement



Tagging Issues - Problems with documents returned by Infocon

❑ Issues related to the Table Of Contents

- Missing TOC
- TOC points references incorrect pages
- Infocon does not match modifications to the TOC entered in Word
- Non-standard TOC (before an attachment)



Tagging Issues - Problems with documents returned by Infocon

- ❑ Issues related to the PDF files**
 - Bookmarks are not consistent
 - Missing or added external hypertext links



Tagging Issues - Problems with documents returned by Infocon

❑ Issues Related to the Text Flow

- Orphan titles
- Pub Manager/OPR wants to change the position on the page for a document component
 - o Figure or Table should start at Top of Page
 - o Figure or Table should not start at Top of Page
 - o Signature should not be alone on last page
 - o Signature should be alone on last page



Tagging Issues - Problems with documents returned by Infocon

❑ Issues Related to the Supplements and Supplement Integration

- What is the proper way of supplementing an Attachment?
- Special requests not granted for supplemental paragraphs in Attachment 1 (Glossary)
- Paragraph numbers are incorrectly bolded in supplements
- Missing or incorrect identifiers (MAJCOM/BASE acronyms between parenthesis)
 - o In the stand-alone Supplement
 - o In the Integrated Document
- Supplemental Paragraphs are placed in the wrong spot when integrated
 - o Paragraphs inserted between a Table and its notes.



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Tagging Issues - Problems with documents received by Infocon





Tagging Issues - Problems with documents received by Infocon

❑ Document Problems - General

- Track Changes problems

When using

Tools < Track Changes < Highlight Changes

please remember to

Accept all Changes

before saving the Word document.

See [AFI11-202V3_PACAFSUP1.doc](#)

- Please do not submit documents that are password protected
- Please do not submit documents in template (.dot) format





Tagging Issues - Problems with documents received by Infocon

❑ Document Problems

- In your Word documents, please explicitly include the two lines required by a Chapter Title or an Attachment Title. e.g.

Attachment 2
ATTACHMENT TITLE

The MS-Word running headers are not enough, because they are lost when importing the document into FrameMaker.

See [AFMAN13-215.doc](#)





Tagging Issues - Problems with documents received by Infocon

❑ Document Problems

- For Attachment 1, Glossary, use only the standard titles and in the standard order:

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Abbreviations and Acronyms

Terms

Addresses

- Do not use **Sections** in a Glossary
See [ACCI21-118.doc](#)





Tagging Issues - Problems with documents received by Infocon

❑ Problems with Sequence Numbers

- 10%+ of the MS-Word documents received by Infocon have some problem with the number identifiers for chapters, sections, paragraphs, tables or figures.

The most common problems are

- o Gaps between two consecutive paragraphs
- o Repeated numbers
- o Paragraph, figure or table numbers that do not match the chapter or attachment in which they are located.

See [GRANDFOKSAFBI36-102.doc](#) (after 1.1.3.3.)





Tagging Issues - Problems with documents received by Infocon

❑ Problems with Sequence Numbers

- The sequence numbers for Figures and Tables should restart with each Attachment (and with each chapter). For example:

Figure A2.1.

Figure A2.2.

.....

Figure A3.1.

Figure A3.2.

etc.

In the body of documents w/o chapters, Tables have a unique sequence

See [ACCI36-2854_ELLSWORTHAFBSUP1.doc](#)





Tagging Issues - Problems with documents received by Infocon

❑ Problems with Supplements

When authoring a supplement, there is no need to use parenthesis to identify the organization generating the supplement.

When authoring a publication at any level, try not use parenthesis that may be confused with the acronyms used for supplementing. See [AFSPCI10-1202.PDF](#)

When authoring a supplement, it is necessary to use the parenthesis “**(Added)**” to identify a component that does not exist in the publication being supplemented.

When authoring a supplement to a supplemented publication it may be necessary to use more complex parenthesis: e.g. [1.5.3. \(Added-AMC\) Text.....](#)





Tagging Issues - Problems with documents received by Infocon

❑ Problems with Supplements

- In a basic document (coredoc) the **signature block** is placed before the first attachment (if any)

In a stand alone supplement, the signature block is placed at the end of the supplement.

A document integrated with a supplement does not incorporate the signature from the supplement(s)

See [AFI11-202V3_PACAFSUP1.doc](#)





Tagging Issues - Problems with documents received by Infocon

❑ Problems with Supplements

- In a stand alone supplement do not type a Chapter Number and Chapter Title to identify a block of paragraphs.

See [AFI11-202V3_PACAFSUP1.doc](#)

The same is true for Section, Attachment, Part.

- A table must be supplemented with another table. That means that you can't use an unnumbered paragraph to supplement a table. For instance, you can supplement a table with a statement like:

Table 2.3., Row K; add the following statement, “ ,,,,some text...”





Tagging Issues - Problems with documents received by Infocon

❑ Problems with the organization of content

- In the current publishing environment, numbered paragraphs can't be included in table cells. This is a rather strong restriction.

Please try to write your documents without resorting to this artifact, but if you need to do it, please remember that:

- o These paragraphs will not be auto numbered
- o It will be impossible to cross reference them
- o It will not be possible to supplement them

See [AFMAN91-201.doc](#) (Attachment 2)





Tagging Issues - Problems with documents received by Infocon

❑ Problems with the organization of content

- In the current publishing environment, numbered tables are not allowed in a sequence list. This is not a strong restriction, and Infocon could modify the conversion process to allow this kind of organization of a document if necessary.

See [AFMAN91-201.doc](#) (Tables 3.4. and 3.5.)

- When a Chapter has Sections, all the paragraphs in that chapter must be included in one of the Sections. (The same thing is true for Attachments with Sections and for the body of a document without Chapters and with Sections.)

See [AFMAN91-201.doc](#) (Section 4A)





Tagging Issues - Some Outstanding and Unresolved Issues

- ❑ Is it possible to create a Manual of Style for document, supplement and interim change authoring?
- ❑ Is it possible to identify a few sets of formatting rules for all the text that is currently entered as “example” in Attachments? If we can limit the number of possible values for some parameters like space above para, font size, inter-line spacing, tab positions, etc. it will be easier to produce PDF files that match your Word documents.